

## Online Staff Pool List (SPL) in full swing!

- Online SPL updating began with the Jul-Sep quarter. Trainings occurred throughout the first week of May with 2 refreshers in August.
- LEAs now have access to update their lists directly in the system
- ISDs will still maintain overall approval of the final submission for their districts
- Benefits of moving the process online include:
  - Reduces human error by eliminating copying and pasting in spreadsheets
  - Eases coordination between LEAs and ISDs
  - More efficient and easier process for adding/deleting/editing participants

### If you missed a training or are a new contact:

Please click on the link below or paste it into your internet browser address bar for the recorded WebEx training

<https://pcgus.webex.com/pcgus/lst.php?AT=pb&SP=MC&rID=41315582&rKey=f37c52ecceddd66>

This training is relevant to all local and ISD contacts that complete the Staff Pool List for their district(s).

You can obtain a copy of the Power Point presentation by going to the MDCH website and downloading it. You can also email PCG and request a copy of the Staff Pool List Power Point Training Presentation.

## *Harvest Time!*



Welcome back to school! We are well into the swing of things now and hope you are enjoying a great start to your school year!

Please let us know ideas you have for future newsletters by emailing: [miaop@pcgus.com](mailto:miaop@pcgus.com) or calling our toll free phone number.

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## E-mailing Questions

If you have questions regarding anything in this newsletter or other communication from PCG and wish to e-mail your question instead of utilizing the hotline, please send the question to [miaop@pcgus.com](mailto:miaop@pcgus.com). This is the project e-mail that is checked daily by several project staff. If you e-mail a team member directly, response time can be delayed if they are out of the office, on vacation, etc. The [miaop@pcgus.com](mailto:miaop@pcgus.com) account will ensure a prompt response.

## Reminder - Toll Free Number

The hotline is answered between 9:00 am and 6:00 PM EST. As a reminder, the toll free number to call regarding questions or follow-up for RMTS is:

**877-395-5017**

## RMTS System Enhancements

Effective for the October-December 2009 quarter, coordinators can log into one site, with one username and password and view compliance for all 4 cost pools. In the past, coordinators had separate information for each cost pool. As we continue into the year, the single login will be the only information needed to check compliance.



## Financial Schedule Training

PCG recently conducted 2 web based financial schedule trainings for new financial contacts or as a refresher for veteran financial contacts at the local and the ISD level.

This training was intended to clearly outline the procedures for completing the financial schedules pertaining to the Administrative Outreach Program (AOP) on a quarterly basis.

If you missed a training or are a new contact:

Please click on the link below or paste it into your internet browser address bar for the recorded WebEx training:

<https://pcgus.webex.com/pcgus/lsr.php?AT=pb&SP=MC&rID=42122617&rKEY=7e152d724afcb60>

You can obtain a copy of the Power Point presentation by going to the MDCH website and downloading it. You can also email PCG and request a copy of the Financial Schedule Training Presentation.

## Time Study & Compliance Results

Annual time study results are available on the MDCH website.

[http://www.michigan.gov/mdch/0,1607,7-132-2945\\_42542\\_42543\\_42546\\_42551-151025--,00.html](http://www.michigan.gov/mdch/0,1607,7-132-2945_42542_42543_42546_42551-151025--,00.html)

## Eligibility Help Desk

A helpdesk provided by MPHI is now available to assist providers and billing entities with eligibility questions. Please call 877-338-7120 with your questions regarding eligibility.

## Web Based Quarterly Financial Collection is Coming!

PCG and MDCH are working to implement collection of quarterly financial data via a web based system beginning with the financial data collection for the January-March 2011 quarter, statewide. Benefits of an online system include:

- One place to submit costs versus faxing and emailing
- Edit checks are immediate and the system will not allow certain errors to be submitted, reducing the probability of an adjustment
- ISDs will be able to view all their locals financials in one place
- Elimination of data collection errors

PCG is rolling out a pilot for a few ISDs to test the new system during the October-December 2010 quarter financial collection period which will begin the first week of January 2011.

## Timeline for Cost Reporting

- Nov 1<sup>st</sup>: PCG sends ISD Coordinators individual costs for Personal Care and Case Management for Jul-Sep 2009, Oct-Dec 2009, Jan-Mar 2010, and Apr-Jun 2010 based on quarterly financial submissions
- Nov 1<sup>st</sup> – 15<sup>th</sup>: ISD Coordinators review all costs and submit any adjustments using the revised financial schedules for the affected district
- Nov 15<sup>th</sup>: All changes are due to PCG, no adjustments to Personal Care or Case Management costs for the quarters included in school year 09-10 will be accepted after Nov 15<sup>th</sup>
- Nov 15<sup>th</sup> – Nov 22<sup>nd</sup>: PCG conducts quality control on submission
- Nov 22<sup>nd</sup>: PCG submits costs to the state for MAER

## Comparing Time Study Results: 2009 to 2010

RMTS Annual Results		
	School Year 2008-2009	School Year 2009-2010
Direct Service Reimbursable:	68.10%	77.94%
Targeted Case Management Reimbursable:	8.02%	10.97%
Personal Care Service Reimbursable:	19.99%	31.17%

# AOP Quarterly Process Timeline

Process	Timeframe
Staff Pool List Opens for Updates	8 weeks prior to start of quarter
Staff Pool List Changes Due	4 weeks prior to start of quarter
Time Study Moments	1st day of quarter through last day of quarter, excluding non school days
Last Day to complete Moment	2 weeks after quarter closes
Quarterly Financials submission period	First week after last day of quarter through 45 calendar days
AOP Claim Review	At conclusion of quarterly financial collection
AOP Claim submission	4 months after close of quarter

## From the Auditor

Matt Hiatt, the State of Michigan School Based Services auditor, has been working with ISDs to help shore up their processes and ensure compliance from an auditing perspective. Based on the work he has done so far, he has encountered some issues that could impact all ISDs.

### Function Codes:

Verify that costs from only allowable function codes are included in the MAER Medical Staff Cost Report. Allowable function codes are:

213 - Physicians, RN/LPNs, PT/PTAs, OT/COTAs

214 - Psychologist/Psych

215 - Speech Therapist, Audiologist, Supervised TSLI's

216 - Social Workers

217 - O & M Specialists

Do not include costs that originate from other function codes such as 218, 219, etc. Direct service employees' costs can and have been paid from multiple function codes. Please double check your MAER Medical Staff Cost Report to verify that only costs from ALLOWABLE function codes are being reported.

### Federal Funds:

Verify that federal funds, including ARRA, are not included in the reported quarterly or annual costs. Coordination between departments within the districts may be necessary to ensure that federal funds are not retroactively allocated to staff whose costs have been already been reported. If they have, then adjustments would be necessary to remove those costs from the MAER or possibly the quarterly financials. The person completing the staff pool list, the person completing the financials, and the person determining funding sources within the ISD and districts should all be on the same page.

## FMAP

The Federal Medical Assistance Percentage (FMAP) was enhanced in the American Recovery and Reinvestment Act (ARRA). This enhanced percentage has resulted in an increase in Medicaid reimbursement to the ISDs. The enhanced ARRA FMAP is scheduled to be eliminated on June 30, 2011, which will directly impact the ISDs Medicaid reimbursement. The FY10 enhanced FMAP was approximately 10 percentage points higher than the regular rate, which represents approximately a 16% increase in Medicaid reimbursement to the ISD. The ISDs should plan for the decreased FMAP which begins in July 2011 and will be realized with the settlement that occurs following the 2011-2012 school year.

## Replacement staff and RMTS: what to do?

We are aware that many of you are going through significant staffing changes this quarter. If you have a replacement for a staff person that has left and was on the Staff Pool List, please do the following:

1. If the original staff person is selected for a moment or more than one moment this quarter, the replacement staff should complete the moment.
2. Contact PCG and let us know the original participant's name and the replacement person's name, so that we know who completed the moment.
3. The replacement person's costs are allowable in the quarterly financial. Simply include the person's costs on the line of the original participant. Keep documentation for yourselves that can provide evidence to an auditor of the person whose costs were claimed.